

Posting Title : PROGRAMME MANAGEMENT ASSISTANT, G6
Job Code Title : Programme Management Assistant
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 12 December 2024-26 December 2024
Job Opening number : 24-PGM-UNIFIL-249026-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Programme Management Assistant position is located in the United Nations Interim Force in Lebanon (UNIFIL). The incumbent reports to the Senior Programme Management Assistant, and provides support to the Mission's mine action programme planning, implementation, monitoring, training, and reporting. The incumbent is responsible for implementing the mine action Quality Assurance management system for demining conducted by UNIFIL military contingents; providing training support; conducting assessments; issuing validation licenses; monitoring and verifying that demining and explosive ordnance disposal are conducted safely, efficiently, and effectively in accordance with required standards; and assisting the UNIFIL Chief Mine Action Programme in liaison with the Force and national and international mine action actors and organizations.

Responsibilities

The Programme Management Assistant will perform the following duties:

- Assist in programme/project planning, preparation, and implementation; monitor the status of programme/project proposals; take necessary action to ensure project documents are completed and submitted to relevant parties for approval.
- Assist in the monitoring and evaluation of programmes/projects; categorize, update, track and analyse data related to programmes/projects, e.g. performance records, outputs, resources utilized, deviations/revisions, etc.; carry out periodic status reviews, identify issues and initiate requisite follow-up actions; prepare revised resource estimates; report on resource revisions, and verify availability of resources.
- Collaborate with programme/project managers on performance reporting; liaise with relevant parties on the interpretation of the activities/services and various planning instruments such as internal work plans; provide assistance on reporting requirements,

guidelines, rules and procedures and ensure completeness and accuracy of data submitted.

- Serve as the focal point for coordination, monitoring and expedition of programme/project implementation activities, involving extensive liaison with diverse organizational units, partners, and stakeholders to initiate requests, prepare and implement plans against programme/project objectives, obtain necessary clearances, process and follow up on administrative and logistical actions and resolve issues related to project implementation, e.g. travel arrangements, organization of and participation in training/study tours, procurement of equipment and services, etc.
- Assist in the preparation and analysis of programme/project proposals and work plans; provide assistance in the development and interpretation of technical guidelines; review and coordinate submissions of programme proposals and resource estimates, ensuring that requisite information is included and justified in terms of proposed activities; propose adjustments as necessary; prepare reports and ensure that outputs/services are properly categorized.
- Provide guidance and training to new/junior staff, including designing and implementing training plans; conduct validation assessments and Quality Assurance monitoring of designated units; provide training for UN civilian and military staff; and contribute to stakeholder trainings.
- Draft programme/project summaries, coordinate review and clearance process, and coordinate with editor, translation services, etc. on finalization and publication of reports.
- Contribute to the development and publication of information communications products and advisory materials.
- Prepare, maintain, track, and update files (electronic and paper) and internal databases ensuring completeness and accuracy of data; analyse data, design and generate a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspection and other reviews.
- Research, compile, analyse, summarize, and present basic information/data on specific programmes/project and related topics.
- Draft correspondence and communications related to all aspects of programme/project administration, including work plan and budgets, revisions and other related issues, as well as prepare unit contributions for a variety of periodic reports, presentations, and other notes.
- Assist in accident and incident investigations and Boards of Inquiry.
- Perform other duties as assigned.

Competencies

Professionalism: Ability to provide support to UNIFIL demining units to perform clearance of mines and explosive remnants of war, Quality Assurance of UNIFIL demining units, strategic and operational liaison, collaboration, and partnerships with national and international mine action organizations and stakeholders, providing awareness briefings on explosive ordnance to military and civilian staff members; and provision of support for explosive ordnance risk education to affected communities. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult

problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Creativity: Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box." Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A valid driver's license with the ability to drive manual transmission vehicles is required.

Explosive Ordnance Disposal Level 3 qualification is required.

Work Experience

At least seven (07) years of progressively responsible experience in mine action programme or project implementation is required. The minimum number of years of relevant experience is reduced to (05) for candidates who possess a first-level university degree.

Experience in Quality Assurance management, conducting training and validation of demining and explosive ordnance disposal teams, and experience applying International Mine Action Standards is required.

Experience with standard Office software, e.g., Microsoft Word, and communications equipment is required.

At least three (03) years of operational experience as an advanced EOD operator within the last five (05) years is desirable

Experience in engaging with government officials, partners, and working in a multi-cultural environment is desirable.

Experience in improvised explosive device disposal is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English and Arabic (oral and written) is required; knowledge of French is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Appointment or assignment against these positions is for an initial period of one year, with the possibility of extension subject to budgetary approval. Recruitment against these positions is on a local basis, applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under "attachments" of your application in Inspira. The United Nations Secretariat is committed to achieving a 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. These positions are subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment

with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time)

on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.